

Dear Cottages at Crescent Park Homeowner

Please note that in addition to obtaining the approval of the Cottages at Crescent Park Design Review Committee, you may also have to obtain the permission of Lowry' Community Master Association for any changes to your property you wish to make. You should also be aware that there may be permits required from the City and County of Denver for your improvements. There also may be issues with the Denver Zoning Department for making any addition to your home that is an enclosed space or could easily be enclosed in the future. The Lowry Design Review Committee (LDRC) is responsible for making that determination.

Any deviation from the Lowry Master Rules and Regulations requires a variance awarded by the Board of Directors of the Lowry Community Master Association, or their designee.

APPLICABILITY

These Design Rules and Regulations shall apply to all dues-paying units within the Cottages at Crescent Park Community. All proposed improvements, additions or design changes must be submitted to the Cottages at Crescent Park Design Review Committee (CCPDRC or "Committee"), and the written approval of the Committee and the LDRC if applicable, obtained prior to commencing any work.

Prior to the commencement of any work to accomplish a proposed improvement, the homeowner proposing the improvement ("Applicant") must, depending on the scope of the work, submit to the CCPDRC appropriate descriptions, surveys, site plans; drainage plans, elevation drawings, construction plans, specifications and samples of materials and colors as the Committee reasonably requests (See page 3), showing the nature, kind, shape, height, width, color, materials and location of the proposed improvement.

The CCPDRC and the LDRC has the full right to disapprove any improvement which is not in accordance with the Design Rules and Regulations of both the Cottages at Crescent Park and Lowry if unsuitable or undesirably in the Committees' opinion for aesthetic or other reasons. When considering an improvement, the CCPDRC and the LDRC shall have the right to take into consideration the suitability of the proposed improvement, the materials of which it is to be built, the color scheme, the site upon which it is proposed, the harmony with the surroundings, the topography of the land and the effect of the improvement on the view from adjacent or neighboring properties.

Thank you,

COTTAGES AT CRESCENT PARK HOMEOWNERS ASSOCIATION

Design Review Request
design_request@cottageshoa.info

FOR OFFICE USE ONLY

Date Received _____
Crucial Date _____
Date Sent To Committee _____
Date Rcvd from Committee _____
Date H/O Notified _____

Name: _____ Request Number _____
Address: _____ Home Phone: _____
City: _____ State: _____ Zip: _____ Work Phone: _____

My request involves the following type of improvement:

- Painting
- Fence, Walls & Handrails
- Decks & Balconies
- Solar Panels/Equipment
- Roofing
- Landscaping & Pools
- Outdoor Kitchens
- All Other Improvements
- Accessory Buildings; Additions; Air Conditioning; Awnings; Dog Runs/Dog Houses; Driveways; Gazebos; Hot Tubs; Patios; Pergolas; Play structures; Ponds/Water Features; Signs; Temporary Covers & Sun Shades.

Describe improvements:

Planned Start date: _____ Planned Completion date: _____

I understand that I may be required to obtain approval of the Lowry Master Association (if applicable) in order to proceed. I also understand that the Lowry Master Association approval does not constitute approval of the local building and zoning departments and that I may be required to obtain a building permit. I further agree and understand that my improvements must be completed per the approved submitted specifications or else approval is hereby withdrawn. I agree to complete all improvements after receiving approval and by the completion date. Upon completion I/We will notify the Community Manager for a final inspection.

Date: _____ Homeowner's Signature: _____

1. Committee Action:

Design Review Committee

CCPDRC LDRC

- Approved as submitted:
- Approved subject to the following requirements:
- Disapproved – Not enough information submitted to make a proper determination of what is being requested:
- Disapproved for the following reasons:

2. Completion of all improvements is required by: Date: _____

Cottages at Crescent Park Homeowners Assoc **Approval:** _____ **Date:** _____

Lowry Master Association **Approval:** _____ **Date:** _____

Design Review Request Checklist

1. Is all the required information included? Yes _____ No _____
2. Does the request conform to guidelines? Yes _____ No _____
-

Paint (Exterior)

- _____ Color Samples or Paint Chips, noting base, trim and accent colors
_____ Photos as necessary to convey intent and harmony with surroundings

Roofing Materials

- _____ Material Descriptions, sample and colors (including warranty information)
_____ Photos as necessary to convey intent and compatibility with existing features

Accessory Buildings; Air Conditioning; Additions; Awnings; Decks; Dog Runs/Dog Houses; Driveways; Gazebos; Hot Tubs; Patios; Pergolas; Play structures; Ponds/Water Features; Signs; Temporary Covers for Patios/Deck/Sun-Shades

- _____ Site 'Plan/Concept Sketch w/ dimensions, elevation, relation to other key features
_____ Material Descriptions and Colors; samples/swatches of fabric if applicable
_____ Photos as necessary to convey intent and compatibility w/ existing features
_____ Manufacturer's literature with details of the selected products

Fences, Walls and Handrails

- _____ Site Plan/Concept Sketch w/ dimensions, elevation, relation to other key features
_____ Material Descriptions and Colors, including paint/stain chips or samples
_____ Photos as necessary to convey intent and compatibility w/existing features

Landscaping

- _____ Site Plan/Concept Sketch w/ dimensions, elevation, and relation to other key features
_____ Description of Plant Material, including location, species; size, other landscape features
_____ Photos as necessary to convey intent-and compatibility w/ existing features

Additions and Expansions; Decks/Balconies; Pools

- _____ Engineered Site Plans with dimensions, elevations, drainage plan and relation to other key features such as landscaping, main building and property lines
_____ Material Descriptions and colors
_____ Photos as necessary to convey intent and compatibility w/ existing features
_____ Building Permit, when required by city code and upon request of the Committee

Outdoor Kitchen and Fireplace; Porch Roof/Permanent Deck Covers

- _____ Site Plan/Concept Sketch w/ dimensions, elevation, relation to other key features
_____ Material Descriptions and Colors
_____ Photos as necessary to convey intent and compatibility with existing features
_____ Building Permit, when required by city code and upon request of the Committee

Solar Panels

- _____ Building Plans with dimensions and elevations that depict the panel locations on the building exterior and illustrate the appearance of the panels
_____ Material descriptions and/or manufacturer's literature
_____ Photos as necessary to convey intent and compatibility with existing features
_____ Building Permit, when required by city code and upon request of the Committee.